



CITY OF HOUSTON

Job Posting

	BJW	REANNOUCEMENT	REANNOUNCEMENT
1	Applications accepted from: ALL PERSONS INTERESTED		
2	Job Classification RECREATION SUPERVISOR (5 POSITIONS)		
3	Posting Number PN# 105994		
4	Department PARKS AND RECREATION		
5	Division RECREATION OPERATIONS		
6	Section FACILITIES & PROGRAMS		
7	Reporting Location VARIOUS*		
8	Workdays & Hours VARIOUS*		
	*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> This individual will supervise, coordinate and implement structured Summer and After-school programs and special events for youth. Develop and promote in-service training programs and develop program manual in the areas of crafts, sports, games, fitness and special programs. Market the program through flyer distribution and public presentations. Responsible for the procurement of equipment and supplies. Assist with promotion of other division's project and special events as requested to improve city services. Respond to inquiries regarding programs. Must be willing to work evenings, weekends and holidays as needed. Perform other duties as assigned.		
10	<u>WORKING CONDITIONS</u> This position routinely requires lifting of moderately heavy item, such as typewriter or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> An Associate's degree in Recreation, Education, Physical Education, Art or a related field is required.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of experience in recreation or education are required.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).		
14	<u>PREFERENCES</u>		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> NO		
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 16 \$946 - \$1,279 Biweekly \$24,596 - \$33,254 Annually		
18	<u>OPENING DATE</u> July 27, 2005		
19	<u>CLOSING DATE</u> OPEN UNTIL FILLED		
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st . Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone for the Deaf (TDD) Phone Number (713) 837-9496.		
An equal opportunity employer			